



Volunteer Peer Mentor

DEPARTMENT: Student Success and Engagement

REPORTING TO: Student Life Coordinator

CONTRACT PERIOD: August 2021 – December 2021, with possibility of renewal for the Winter 2022 semester

NUMBER OF POSITIONS AVAILABLE: Up to 200

HOURS: 3 – 5 hours per week

POSITION SUMMARY

Be a leader in connecting students and creating our campus culture. Peer Mentors are senior students that act as advisors and offer support to incoming students. Peer Mentors will offer support by providing access and referrals to appropriate resources regarding academic concerns or resources within Student Success and Engagement as needed. Peer Mentors will aid in the creation of a Faculty – Student connection, both inside the virtual classroom and outside. A Peer Mentor's primary responsibility is to assist incoming students with the challenges associated with the transition into their first year of college.

RESPONSIBILITIES

A. CONNECTION WITH STUDENTS

- Establish, develop and maintain an open relationship with mentees.
- Be available to mentees regularly and provide information and support.
- Update students of any relevant Humber information (events, issues, etc).
- Encourage and support mentees with their involvement on campus.
- Promote academics and lifestyle balance.
- Be familiar with academic and personal services on campus and, utilize and refer students as required, with an understanding of one's own personal limits.
- Be an effective peer helper to students as appropriate.
- Commit to weekly: three hours interacting and actively mentoring your group of first year students, and two hours dedicated to checking in with your Senior Peer Mentor weekly and completely a weekly interaction log.

B. TEAM DEVELOPMENT

- Meet weekly with your Senior Peer Mentor to check in and provide updates on your activity.
- Attend monthly Senior Peer Mentor group meetings.
- Receive team development and on-going training.
- Use available virtual spaces to meet with your mentees (e.g. Blackboard Collaborate, Microsoft Teams).
- Network and collaborate with other Peer Mentors virtually.
- Encourage idea sharing, team building and a positive work environment amongst teammates.

C. COMMUNICATIVE & ADMINISTRATIVE

- Provide input on developing new workshops and initiatives for students.
- Communicate with mentees regularly through your preferred method, which may include email, text, social media (e.g. facebook).
- Advertise events and services through Humber marketing platforms
- Report serious individual and community issues immediately.



- Communicate effectively with your Senior Peer Mentor by providing documentation of interactions with students via the Peer Mentor Interaction log.

D. ROLE MODELLING

- Role model appropriate personal behaviour and academic success at all times.

TRAINING

- Attend mandatory online training (**Week of August 23 2021**)
- On-Going Training throughout the school year (optional)

COMPETENCIES

- | | | |
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| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Program | <input checked="" type="checkbox"/> Teamwork |
| <input checked="" type="checkbox"/> Relationship Building | Development | <input checked="" type="checkbox"/> Time Management |
| <input checked="" type="checkbox"/> Initiative | <input checked="" type="checkbox"/> Community | <input checked="" type="checkbox"/> Self-motivated |
| <input checked="" type="checkbox"/> Creativity | Development | <input checked="" type="checkbox"/> Confident |
| | <input checked="" type="checkbox"/> Leadership | |

PERFORMANCE STANDARDS

- Demonstration of good judgement and leadership.
- Communication with students and staff is important.
- Prompt return of student and staff requests/concerns.
- Promotion of on campus workshops, events, and other Humber information.
- Role modeling appropriate behaviours in person and on-line at all times.
- Demonstration of visibility and availability to your mentees.
- Conducting regular mentee meetings.
- Participation in team building/development activities and programs.

ACADEMIC COMMENTS

Peer Mentors are students of the institution first and should not jeopardize their academic success. All Peer Mentors are required to maintain a cumulative average of at least 70% in their academic work. Mentors are expected to speak with the Coordinator, First Year Transition Programs regarding conflicts between the position and their academic success.

STATEMENT OF UNDERSTANDING

Peer Mentors must abide by the Peer Mentor contract, indicating that they have read their Position Description and understand the duties and expectations discussed during team meetings and training and those documented in the Peer Mentor Manual and other Administrative Policies. Contracts will be signed after training.

